

Uxbridge Free Public Library  
Board of Library Trustees  
Tuesday January 17 2007

## Meeting Minutes

# DRAFT

**Call to Order:** Meeting called to order 7:00 PM

**Attendees:** M. Francis, L. Dorgan, M. Paul, E. B. Kroll, J. Lemire, C. Parker, J. Lynch  
A. Keeler, M. Wickstrom, F. McCloskey. Library Director Susan Stanovich, Asst. Library Director Deb Young.

**Next Meeting:** February 20 2007

**Motion made** C. Parker, 2<sup>nd</sup> M. Paul to accept minutes of December meeting. **Motion passed unanimously.**

### **Library Director's Report:**

FY07 Library Incentive Grant of \$16,237.58 received from State for compliance with state minimum standards for library service in FY06. Gift of \$1,750 received from UniBank and a gift of \$5,000 was received from the estate of James Cormier

Library Director reported about State Program matching 50 cents on the dollar to contributions made in 2006. Paperwork will be submitted, state has \$250,000 in program, to be distributed to participating libraries, matching amount will be determined by participating libraries, and is expected to be less than 50 cents on the dollar. This program is expected to be continued in FY08 and FY09

**Assistant Director's report:** Teen Advisory Board to go to BJ's this week to purchase TV for their program.

**Friends of the Library:** M. Paul reports wine tasting fundraiser planned for March 10, tickets will be \$10, more information available at next month's meeting. Friends also received a donation to replace easy chairs in Trustee Meeting Room, Friends will make up additional funds needed.

### **Updates:**

Drainage repair: Repairs not done yet, Library Director to call DJ Salmon for update, also to see if they can attend meeting with architect to make sure repairs pending will meet architect's recommendations for Children's room.

Lighting: Electrician Jeff Grenier and J. Lemire installed 1 new light fixture Friday Jan .12, this took about 4 hours, the next ones should take less time. Lighting installation to be done on Fridays when Library is closed to minimize disruption of services.

Roof: Barnard Co. inspected roof of turret on Dec. 20, no estimate received yet, Library Director to follow up.

File Cabinet: F. McCloskey reported on fire proof, water resistant, locking 4 drawer file cabinet to be used for Trustee records (personnel, bank books, etc.) Cost is \$1700 (including moving to second floor) **Motion made** A. Keeler, 2<sup>nd</sup> C. Parker to buy file, to be paid for from Trust Funds. **Motion passed unanimously.**

Replacing bookdrop briefly discussed, tabled for now pending Children's Room repair project.

Children's Room Emergency Repairs – A. Keeler, S. Stanovich and D. Young met with Town Manager and Town Finance Director to discuss Children's Room repairs. Gerard Bliss and Co. to test air quality (mold, etc.) and for lead paint on Jan. 17 per Town Manager, also architects from Adams and Smith to visit on Thursday Jan. 18 to assess situation and make recommendations. Some expenses to be paid by insurance, i.e. carpet replacement, book removal for carpet replacement, salaries due to closing, etc.

**Motion made** A. Keeler, 2<sup>nd</sup> C. Parker to authorize President, Library Director and Facilities Committee to make decisions regarding Children's Room in order to move project along and not wait for next regularly scheduled Board meeting. **Motion passed unanimously.**

Book Budget discussion: Spending of Trust Fund money on the library book/material budget was discussed. Finance Committee to meet and devise plan regarding spending of annual interest from Funds on books and materials on a regular (quarterly or twice yearly) basis. Twenty five per cent was suggested, Finance Committee will present recommendation at February meeting. Library Director will be informed of dollar amount available to be spent. M. Paul opposed to this plan. (no vote taken)

**Motion made** to adjourn made by C. Parker, 2<sup>nd</sup> F. McCloskey, **Motion passed unanimously** meeting adjourned 9:20 PM.